

## Computer Management Assistant Job Announcement No. AID – 001-17

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Management Assistant

**OPENING DATE:** January 20, 2017

**CLOSING DATE:** February 17, 2017

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** FSN-9 (ZMK 210,444.43 p.a. – 331,144.19 p.a.)

The United States Agency for International Development (USAID) mission in Zambia is seeking eligible and qualified applicants for the position of Computer Management Assistant in the Executive Office.

### **BASIC FUNCTION:**

The Foreign Service National (FSN) Computer Management Assistant will help support the USAID/Zambia Information Technology (IT) infrastructure through participation and ability to carry out independent tasks including analyzing all software, hardware, access control, troubleshooting faults, and providing advisory services to the USAID mission. The Computer Management Assistant position is also involved in providing the first-level end-user support platform for USAID/Zambia staff that includes training, building on Agency tools and policies; the incumbent will work to understand user needs to ensure mission solutions interface with Agency-wide technology.

### **QUALIFICATIONS REQUIRED:**

Applicants must address each required qualification listed below with specific information and documentation supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**A Education:** Bachelor's Degree in Computer Science, Computer Engineering, Information Technology or related field is required.

**B. Prior Work Experience:** Minimum of five years of relevant experience in information technology systems' management and design.

**C. Language Proficiency (level and specialization):** English level (IV) fluency (both oral and written) is required. Language proficiency will be tested.

**D. Job Knowledge:** Knowledge of capabilities and limitations of computer systems hardware and software installed at post.

- Working knowledge of applicable networking systems, telecommunications, operating systems, Microsoft Office, Google cloud utilities, systems analysis and design techniques.

**E. Skills and Abilities:** Excellent working knowledge and experience with information technology systems management and design.

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position is classified at a FSN-9 level. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degree(s);
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

**EXOZambiaHR@usaid.gov** (E-mailed applications required.)

The email subject heading ***must*** read:

**Application: Computer Management Assistant, AID-001-17**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Only short listed candidates will be contacted.**